



Welcome to CNIPS Training: SFSP Claim Entry

General Comments from SCN

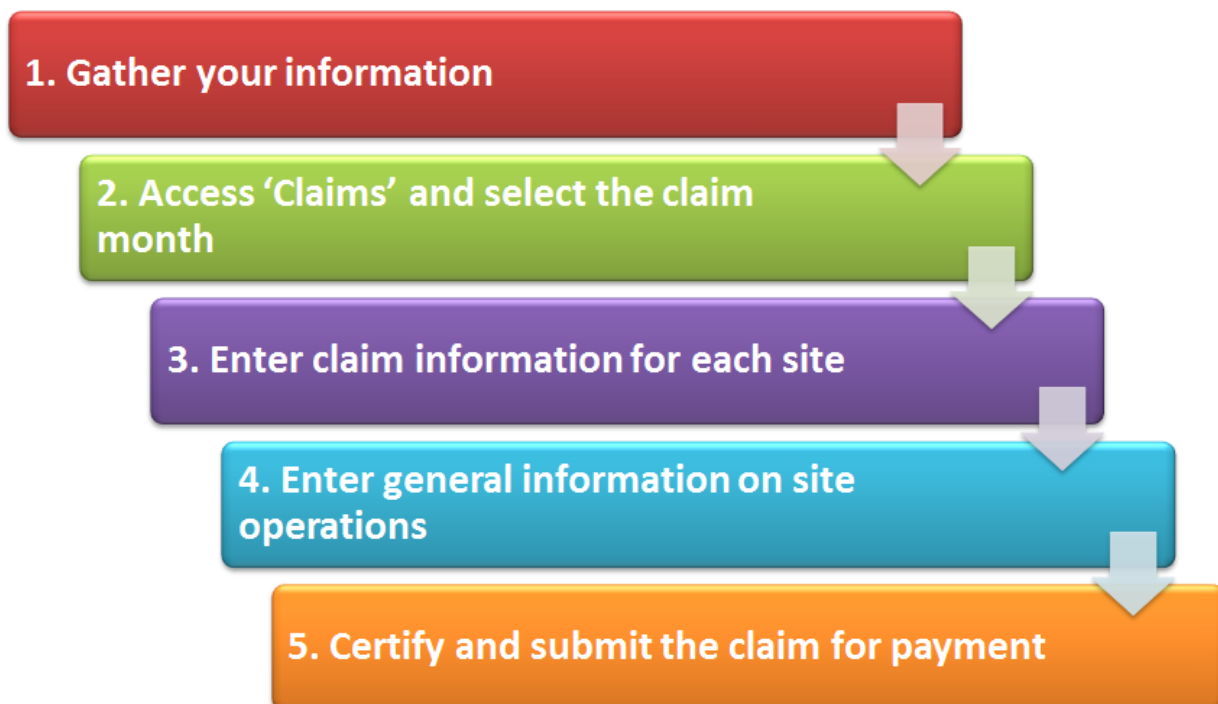
- Timelines/Due Dates
 - With CNIPS, SCN will continue to enforce the current claim submission due dates
 - 15th of each month for claims
 - 30th of each month for claim revisions/adjustments
- Site-level Claiming
 - All Sponsors will be submitting claims at the site-level.
- Claiming Process
 - Beginning June 2013, all claims will be submitted through CNIPS. CNIPS will only allow claim submission on an approved application packet.
- Claim Revisions
 - Summer 2013 claim revisions/adjustments are entered through CNIPS.
- General Assistance
 - Visit the SCN SFSP website at:
[http://education.ky.gov/federal/SCN/Pages/Summer-Food-Service-Program-\(SFSP\).aspx](http://education.ky.gov/federal/SCN/Pages/Summer-Food-Service-Program-(SFSP).aspx)

CNIPS Website

- The CNIPS website is: <https://cnips.education.ky.gov/>
- Use the same user ID and password that you logged in with to complete your sponsor application.
- Forgot your user ID/password? Contact the COT Help Desk at (502) 564-7576.



Overview of Claims Processing Steps



General Overview

The diagram above shows the general workflow for filing a claim within CNIPS. Detailed instructions for filing your claim are shown below.

Preparation for Claim Filing

For a quick and easy claim filing the following materials should be on hand:

1. CNIPS User ID and password
2. Meal Count Consolidation Form



Claiming in CNIPS

The Claim Entry function is used to enter, modify, and view claims.

Prerequisite: In order to create a claim in a given month, an approved Application Packet must be in effect for the period.

To access Claim Entry

1. On the blue menu bar, select **Claims**. The Claims menu screen displays.



Figure 1: Claim Menu

2. From the Claims menu, select **Claim – SFSP**.

Item	Description
Claim - SFSP	Summer Food Service Program Claims

Figure 2: Claim Entry Selection

3. Select the Claim Month you would like to submit a claim. The Claim Month Details screen displays.

Note: The current SFSP program year is the default claim entry year if no other SFSP program year has been selected.

Claim Year Summary

The Claim Year Summary summarizes information regarding the claim for each claim month in the designated year:

- Adj Number: identifies the number of revisions associated with the claim. Each revision must be re-processed by the state.
- Claim Status: identifies the current status of the claim.
- Date Received: identifies the date the system initially received the claim submission. Note: the State has the authority to modify this date.
- Date Processed: identifies the date the claim was included in the payment batch process.



- Earned Amount: identifies the current value of the claim.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2012					\$0.00
Nov 2012					\$0.00
Dec 2012					\$0.00
Jan 2013					\$0.00
Feb 2013					\$0.00
Mar 2013					\$0.00
Apr 2013					\$0.00
May 2013	0	Accepted	06/04/2013		\$59.60
Jun 2013					\$0.00
Jul 2013					\$0.00
Aug 2013					\$0.00
Sep 2013					\$0.00

Figure 3: Claim Year Summary screen

Claim Month Details

From the Claim Month Details screen, you can access a specific claim form or a summary of the submitted claim.

- If the claim has been processed by the State, the options are View (to view the completed claim form) or Summary (to view the calculated payment summary related to the claim).

Claim Month: October 2012

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Modify Summary	0	10/22/2012	10/22/2012		\$832.24	Accepted
Total Earned					\$832.24	

Figure 4: Claim Month Details Screen – Example of Processed Claims

- If the claim has not been processed by the State, the options are:
 - View (to view the completed claim form),
 - Modify (to enter a new claim or modify an existing claim) or
 - Summary (to view the calculated payment summary related to the claim).

Note: Claims can be modified UNTIL they have been added by the State into the batch payment process. Once a claim has been included in a payment batch, the status of the claim is "Accepted*" until the batch process has completed. When the batch process has completed, the status of the claim is "Processed".



Claim Site List

Sponsors will perform site-level claiming. The Sponsor will first select Add Original Claim from the Claim Months Detail screen. The Claim Site List screen will display.

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
Total Earned					\$0.00	
<div>< Back Add Original Claim</div>						

Figure 5: Claim Site List screen

The Sponsor would use the Claim Site List screen to select the site for a claim to add, view, or modify.

Actions	Site #	Site Name	Errors	Status
Add	1000	Test Site #1		
Add	1001	Test Site #2		

Figure 6: Claim Site List screen

Note: CNIPS will allow Sponsors to add claim data only for active sites with an approved application packet for the program year.



To add an original claim

Claims can be entered for each eligible month in the program year. Eligible months are determined based on an approved Application Packet and the designated application effective date (identified by the State in the Internal Use Only section of the Sponsor and Site applications). From the Claims menu, select the **Claim – SFSP**. The Claim Year Summary screen displays.

1. Select the desired Claim Month. The Claim Month Details screen displays.
2. Select **Add Original Claim** button. The Claim Site List screen displays.

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
Total Earned					\$0.00	
<div>< Back Add Original Claim</div>						

Figure 7: Claim Month Details screen – Add Original Claim

3. Under Actions, select **Add** to the left of the Site Name you wish to add an original claim. The Claim for Reimbursement screen displays.

Note: The **Add Original Claim** button will only display on Claim Month Details screens that currently have no claims created.

4. For each site claim, enter claim information for all eligible sites. Nearly all sponsors shall use the first section (“Self-Prep and/or Vended-Rural Meals Served to Children”) to enter their meals. For the meals claimed, a site must be approved to offer each meal service on the site application.

Self-Prep and/or Vended-Rural Meals Served to Children

Report only meals meeting the requirement on the agreement. By completing the Camp Meals Served column, I certify that the Actual Eligible ADP for each Camp session is correct and accurate on the Site Application.

	First Meals Served	Second Meals Served	Camp Meals Served
1. Breakfast	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. AM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Lunch	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. PM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5. Supper	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>



Vended-Urban Meals Served to Children

Report only meals meeting the requirement on the agreement. By completing the Camp Meals Served column, I certify that the Actual Eligible ADP for each Camp session is correct and accurate on the Site Application.

	First Meals Served	Second Meals Served	Camp Meals Served
6. Breakfast	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
7. AM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
8. Lunch	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
9. PM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
10. Supper	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Figure 8 – Sponsor Claim for Reimbursement – Enter Site Claim Info

5. **Camps Only :** Information on your site application may need to be updated to reflect Actual ADP.

Camp Sessions

38. At least one session must be completed if Site Type is Camp - Residential or Camp - Non-Residential.
Note: Actual Eligible ADP may need to be updated prior to claim submission.

Session	Start Date	First Meal Type of the session	End Date	Last Meal Type of the session	# of Children Enrolled	Estimated Eligible ADP	Actual Eligible ADP
1	6/24/2013	Supper	6/28/2013	Breakfast	250	150	
2	7/1/2013	Supper	7/5/2013	Breakfast	275	175	
3	7/8/2013	Supper	7/12/2013	Breakfast	275	175	
4	7/15/2013	Supper	7/18/2013	Breakfast	175	100	

Figure 9 – Camp Sessions - Information on ADP in Site Application

6. Select **Save**. If there are no errors, the data is saved and the user is returned to Claim Site List screen.
7. Repeat Steps 3-6 for each desired site.
8. You will receive the following error message on the Claim Site List Screen after completing the first site claim.

Code	Error Description
220100	Claim Period Covered beginning and ending date must be entered.

Resolution: You will need to enter your beginning and end dates of operation on the next screen.

9. Once all site claims are completed, select the **Continue** button on the Claim Site List screen. The Claim Month Details screen is displayed. Review the data for accuracy.

Actions	Site #	Site Name	Errors	Status
View Modify	1000	Test Site #1		Validated
View Modify	1001	Test Site #2		Validated

[< Back](#) [Continue](#) [Upload Claim Data](#)

Figure 10: Claim Site List screen – Complete Site Claim Validation



10. Review the claim summary information on the Sponsor Claim for Reimbursement screen. If you need to make a change, select the < **Back** button.

General Information

	From	To
1. Period covered by this claim:	05/14/2013	05/31/2013
2. Total number of participating sites for claim period:		1
	Number of Participating Sites	Total Number of Days Food Served
3. Breakfast	1	10
4. AM Snack	0	0
5. Lunch	1	10
6. PM Snack	0	0
7. Supper	0	0

Figure 11: Sponsor Claim for Reimbursement details screen

11. Enter the following information based on your site application:
- **From/To Dates:** Start date must be the earliest start date any of your sites during the month. The end date should be the last day of operation for any of your sites during the month.
 - **Number of Participating Sites:** For each meal service, enter the count of sites that you have claimed meals for. The count will never exceed the "Total number of sites for claim period": CNIPS automatically determines the sites claimed and provides this count for your reference. The sites must be approved for meal service based on the site application to be counted in this column.
 - **Total Number of Days Food Served:** This will be the maximum number of days that any of your sites begin claimed served food, including any claimed meals served during a field trip.

Note: Meals cannot be claimed prior to your site being approved.



12. On the lower half of the screen review your claimed meals for accuracy.

Self-Prep and/or Vended-Rural Meals Served to Children

(Report only meals meeting the requirement on the agreement)

	First Meals Served (A)	Second Meals Served (B)	Second Meals Allowed (C)	Camp Meals Served (D)	Reimbursable Meals Total (A+C+D)
8. Breakfast	10	0	0	0	10
9. AM Snack	0	0	0	0	0
10. Lunch	10	0	0	0	10
11. PM Snack	0	0	0	0	0
12. Supper	0	0	0	0	0

Vended-Urban Meals Served to Children

(Report only meals meeting the requirement on the agreement)

	First Meals Served (A)	Second Meals Served (B)	Second Meals Allowed (C)	Camp Meals Served (D)	Reimbursable Meals Total (A+C+D)
13. Breakfast	0	0	0	0	0
14. AM Snack	0	0	0	0	0
15. Lunch	0	0	0	0	0
16. PM Snack	0	0	0	0	0
17. Supper	0	0	0	0	0

Figure 12 - Claim Screen - Meals Claimed (Review)

13. Click **Save and Validate Claim**.
14. To submit the claim, check the Certification box and select the **Submit for Payment** button.

Note: When the **Submit for Payment** button is selected, the system performs additional edit checks (e.g., 15/30 day rule, etc.). If the system identifies errors, the errors must be corrected before the user can submit the claim for payment.



WARNING: An original claim cannot be submitted by a Sponsor if the received date is more than 15-days since the last day of claim month/year. For exceptions to this rule, contact the SCN Help Desk.



15. An email confirmation will be automatically sent from CNIPS to the Primary Authorized Representative identified on the most current SFSP Sponsor Application.

Important!: The claim summary status must have a date shown for **Date Accepted**. This provides assurance that your claim has been accepted by CNIPS.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
May 2013	0	06/04/2013	06/04/2013		Original

Confirmation Number: **CBSEDO**

Thank you for your **May 2013** Claim Submission.

An email confirmation has been sent to: [redacted] kyschools.us

Finished

Figure 13: Claim Confirmation screen

16. Clicking **Finished** provides a good summary of your claim status:

Claim Month: May 2013						
Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Modify Summary	0	06/04/2013	06/04/2013		\$59.60	Accepted
Total Earned					\$59.60	

Figure 14: Claim Month Details Screen – Example of Processed Claims

Consolidated Claims

If a sponsor has <10 days in their final month of operation, the sponsor must submit a combined claim representing the current month plus the previous month. For example, if the sponsor operated a SFSP feeding site in July and only a few days in August then the sponsor would file their August claim with all meals served in both July and August.

Sponsors shall know if they need to submit a consolidated claim because they shall see a note on the claim screen that they need to combine their claim:

Aug 2012	Combined with Jul 2012	\$0.00
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Figure 15 Consolidated Claim Notice - Example



To revise a site claim

Downward adjusted claims may be revised at any time. Upward adjusted claims may be revised if the date of submission is within 30 days of the last day of the claim month.

1. From the Claims menu, select **Claim - SFSP**.
2. Select the desired Claim Month.
3. Select **Add Revision**.

Note: The Add Revision button will only display on Claim Month Details screens that currently have no claims created.

4. Select **Revise** for the Site you wish to revise.
5. Make any necessary changes to the claim.
6. Select **Save and Validate Claim**.
7. To submit the claim, check the Certification box and select the **Submit for Payment** button.
8. A confirmation screen displays.

Note: Revised claims must be re-processed by the State regardless of their original status.



WARNING: An upward adjusted claim cannot be submitted by a Sponsor if the received date is more than 30-days since the last day of claim month/year. For exceptions to this rule, contact the SCN Help Desk.

To view a claim

1. From the Claims menu, select **Claim - SFSP**.
2. Select the desired Claim Month.
3. Under Actions, select View to the left of the claim site you wish to view.

To view a claim summary

The Claim Summary allows you to view a summary of the month's claim in an easy-to-read or print format. No modifications can be made from this page.

1. From the Claims menu, select **Claims-SFSP**.
2. Select the desired Claim Month. The Claim Month Details screen displays.
3. Under Claim Items, select **Summary** to view the claim summary.

Note: The Summary link is not active until a claim has been submitted with no errors.



Claim Statuses

Statuses are used to define the state of a claim. Each claim can have only one status at a time.

Not Eligible

- The claim has a status of “Not Eligible” when there is an application condition that is preventing claiming for the selected month (e.g., Sponsor or site is not authorized on the Application Packet to operate for the selected month or the Application Packet status is not “Approved”).

Incomplete

- The claim has a status of “Incomplete” when the claim has been created in the system but the **Save** button was never clicked (e.g., timeout, logout, etc.). The system saves the data that has been entered, but no edits have been performed.

Error

- The claim has a status of “Error” when the claim has been submitted and has business rule violations.

Validated

- This site claim has a status of “Validated” when the site claim has been entered, validated, and contains no errors.
- Applicable only when the Sponsor is participating in site-level claiming.

Accepted

- The claim has a status of “Accepted” when the claim has passed all on-line edits and additional edits (e.g., 15/30 days edit, etc.), and is ready to be included in the payment tracking process.
- The claim can still be modified. A revision is not necessary until the claim is included by the State in a batch payment process.

Accepted*

- The claim has a status of “Accepted*” when the claim has been selected by the State for inclusion in the batch payment process; however, the batch process has not run.
- The claim cannot be modified. If the claim requires a change, a revised claim must be submitted.

Processed

- The claim has a status of “Processed” when the claim has been fully processed by SCN and has been sent to the State’s Accounting Office for disbursement of funds.



Appendix

Claims Submission Checklist

- ☐ Have you verified your data entry to ensure it is correct?
- ☐ **Important!** Have you entered in all your sites for claiming meals? Please remember that:
 - A site must have an approved application status in order to submit a claim
 - A late site claim will be considered a late claim. Under the USDA rules, sponsors are only allowed a single late claim every 3 years.
- ☐ In the Claim Year Summary screen, does the Claim Status field show a status of “Accepted”?

Note: Claims are due by the deadlines established by SCN, which is prior to 12 a.m. EST on the 15th of each month. If you have questions or problems with your claim submissions please contact the SCN Help Desk at (502) 564-5625.